

Personal Care Home Program

Training Information for 2009

The information on Personal Care Home Program Training for 2009 is divided into three parts... Part **I** gives some basic information about the workshop **topics**, the length of the workshops, the dates and cities the workshops will be presented and **REGISTRATION** information. Part **II** gives a **table** with the date, topic, and location of each workshop. Part **III** gives **directions** to each location. **REGISTRATION:** Pre-Registration is required for **ALL** training. Separate registration and registration fees will be required for each **DAY** of training, not for each topic. All Atlanta training will be limited to 40 participants. Training at all other locations will be limited to 50 participants. Training handouts will be issued on each day of the training, from 8:00am till 9:00am.

I. Here are the **topics** that will be presented at various locations throughout the year....

"Community Living Arrangements"

This is a six-hour workshop that gives an overview of the Rules and Regulations for Community Living Arrangements (CLA's), Chapter 290-9-37. This workshop is designed for those providers of residential services that exclusively serve or intend to serve two or more adults who are receiving services authorized or financed by the Division of Mental Health, Developmental Disabilities, and Addictive Diseases (MHDDAD). A Community Living Arrangement is defined as a residence that provides personal services, supports, care, or treatment exclusively for two or more adults who are not related to the owner or administrator by blood or marriage and whose residential services are financially supported, in full or in part, by funds designated through the Department of Human Resources, Division of Mental Health, Developmental Disabilities and Addictive Diseases (MHDDAD). This workshop will be offered on April 08 in Atlanta.

"Disaster Preparedness Planning"

An in-depth overview of Disaster Preparedness Planning, with specific attention on incorporating current recommended emergency guidelines. An overview of the rules and regulations for Disaster Preparedness Plans will be discussed. This workshop will be offered on Feb. 25 in Macon and Mar. 18 in Decatur.

"Documentation Guidelines"

This is a six-hour workshop that focuses on the record-keeping requirements for personal care homes and the relationship of documentation to resident care. Topics include admission agreements, policies and procedures, disaster preparedness plans, resident and staff files, medications, etc. This workshop will also cover many of the rules that relate to specific documentation requirements. The workshop will be offered on May 27 in Atlanta, Aug. 19 in Albany, and Sept. 02 in Macon,

"Managing Changes in Condition"

This is a six-hour course that will focus on recognizing changes in the health status of residents and responding appropriately to obtain needed care. An overview of specific health care issues will be addressed. Topics of discussion will include Alzheimer's Care, Hospice Residents, Diabetes Management, Memory Impairment, Glucose Management, and Dietary Management. This workshop will be offered on Nov. 04 in Atlanta.

"Medication Guidelines"

This is a six-hour workshop that focuses on medication procedures you are required by regulations to perform and some "Best Practice" recommendations, which if implemented, will provide additional safeguards in the management of medications in the facility. The information presented is designed to address the guidelines for Personal Care Home providers. This workshop will be offered on Feb. 26 in Macon, April 02 in Decatur, August 20 in Albany, and September 03 in Macon.

"Personal Care Home Rules and Regulations"

This is a six-hour workshop that gives an intensive overview of the rules and regulations that govern Personal Care Homes, Chapter 290-5-35. This training is appropriate for any licensed PCH. Specific "quality of care" issues will be addressed. Personal Care Home Rules and Regulations training will be offered on June 17 in Macon, and July 22 in Atlanta.

"The Survey Process"

This is a six-hour workshop that gives an overview of the various surveys performed by ORS. Recommendations on how the personal care home can prepare for the survey and pass the inspection with flying colors! There will also be general discussion on problem-solving and resolution regarding deficiencies cited. This workshop will be offered on March 25 in Atlanta, May 27 in Atlanta, June 18 in Macon, July 30 in Decatur, and Nov. 05 in Atlanta.

"Training for New Providers"

This is a six-hour workshop that is designed specifically for persons in preparation for becoming Personal Care Home providers. There will be a review and discussion of the application process as well as an overview of the Rules and Regulations that govern Personal Care Homes, Chapter 290-5-35. There will be an intensive overview of developing the Policies and Procedures, the Disaster Preparedness Plan, and the Admissions Agreement. This workshop may also be appropriate for staff that have not previously worked in the personal care home setting. This training will be offered on Feb. 04, March 11, April 22, May 13, June 10, July 08, August 13, September 09, Oct. 15, and November 18. All classes will be offered in Atlanta.

NOTE: A Change for 2009

Pre-Registration is required for ALL classes.

TO REGISTER

To pre-register for training, you must:

- 1. Download a Registration Form at www.ors.dhr.georgia.gov**
- 2. Mail the completed Registration Form with a check or money order made payable to DHR.**
- 3. Deadline for pre-registration is 14 calendar days prior to each training date. There is NO provision for refund of payments.**
- 4. Confirmation will be mailed or faxed prior to the training. Do not attend without receipt of confirmation.**

Note: Pre-registration will guarantee space.

All training in Atlanta will be limited to 40 participants.

Training at all other locations will be limited to 50 participants.

All training handouts will be issued on the day of the training, from 8:00 am till 9:00 a.m.

Training is from 9:00am-4:30pm each day.

Participants will receive a certificate for six (6) hours of continuing education at the **END** of each day.

There is **NO** provision made for certificates for those who do not attend the entire day of training.

Cost

Cost is \$ 20.00 per day per person in attendance, to cover the cost of handouts. Only CHECKS or MONEY ORDERS, please. Make CHECKS/MONEY ORDERS Payable to DHR.

NOTE

You can obtain additional information
about ORS training online at
www.ors.dhr.georgia.gov.

II. Here's a **table** giving the **dates**, **listing** of the topics and places for training....

DATES	TOPIC(S)	PLACES
Feb. 04	NOTE- CLASS IS FULL Training for New Providers	2 Peachtree Street 7-430 Classroom 2, Atlanta
Feb. 25	Disaster Preparedness	Middle Georgia Training Center 4885 Riverside Drive, Macon
Feb. 26	Medication Guidelines	
Mar. 11	Training for New Providers	2 Peachtree Street 7-430 Classroom 2, Atlanta
Mar. 18	Disaster Preparedness	Maloof Government Center 1300 Commerce Drive, Decatur
Mar. 25	The Survey Process	2 Peachtree Street 7-430 Classroom 2, Atlanta

NOTE- ALL APRIL, MAY AND JUNE TRAINING IS ON HOLD

April 02	Medication Guidelines	Maloof Government Center 1300 Commerce Drive, Decatur
April 08	CLA Rules and Regulations	2 Peachtree Street 7-430 Classroom 2, Atlanta
April 22	NOTE- CLASS IS FULL Training for New Providers	2 Peachtree Street 7-430 Classroom 2, Atlanta
May 13	Training for New Providers	2 Peachtree Street 7-430 Classroom 2, Atlanta
May 27	Documentation Guidelines	2 Peachtree Street 7-430 Classroom 2, Atlanta
June 10	Training for New Providers	2 Peachtree Street 7-430 Classroom 2, Atlanta
June 17	PCH Rules and Regulations	Middle Georgia Training Center 4885 Riverside Drive, Macon
June 18	The Survey Process	

DATES	TOPIC(S)	PLACES
July 08	Training for New Providers	2 Peachtree Street 7-430 Classroom 2, Atlanta
July 22	PCH Rules and Regulations	2 Peachtree Street 7-430 Classroom 2, Atlanta
July 30	The Survey Process	Maloof Government Center 1300 Commerce Drive, Decatur
Aug. 13	Training for New Providers	2 Peachtree Street 7-430 Classroom 2, Atlanta
Aug. 19	Documentation Guidelines	DHR Building 200 Oglethorpe Blvd., Albany
Aug. 20	Medication Guidelines	
Sept. 02	Documentation	Middle Georgia Training Center 4885 Riverside Drive, Macon
Sept. 03	Medication Guidelines	
Sept. 09	Training for New Providers	2 Peachtree Street 7-430 Classroom 2, Atlanta
Oct. 15	Training for New Providers	2 Peachtree Street 7-430 Classroom 2, Atlanta
Nov. 04	Managing Changes in Conditions	2 Peachtree Street 7-430 Classroom 2, Atlanta
Nov. 05	The Survey Process	
Nov. 18	Training for New Providers	2 Peachtree Street 7-430 Classroom 2, Atlanta

III. Here are **directions** to the training locations.... Please NOTE that while we have made every effort to provide clear directions, we urge you nevertheless to use only as a travel guide. There may be possible changes based on road construction.

Albany:

DHR Building
200 Oglethorpe Boulevard
Albany, Georgia

From Atlanta, travel I-85 S/I-75 S. Merge onto I-75 S. Take the I-475 S exit- exit #177- towards Valdosta. Merge onto I-475 S. Take the I-75 S/GA-401 S exit. Merge onto I-75 S. Take the GA-300/GA-FLA PKWY exit-exit # 99- towards Albany. Turn RIGHT onto GA-300S. Take the US-19 S/GA-300 S/GA-3 S ramp. Merge onto US-19 S. Take the US-82-BR W/US-19-BR N/OGLETHORPE BLVD. /GA-520-BR W exit towards Downtown. Merge onto US-19 BR N/US-82 BR W/GA-62 W. Turn RIGHT onto GA-133.

From Macon, travel to I-75 S. Travel to the GA-300/GA-FLA PKWY exit-exit number 99- towards Albany. From this point, follow the same directions noted above.

From Rome, travel North on US-27 N/GA-1 N towards GA-293 E. Turn left onto Ga-293 W. Turn left onto US-27 S/GA-1 S. US-27 S/GA-1 S becomes US-27 S/GA-1 S/GA-53 S. Turn SLIGHT LEFT to take the US-411/GA-20 ramp towards Cartersville/Atlanta. Merge onto US-411 N. Take the US-41 S/GA-20 E/US-411 N ramp towards Atlanta/Cartersville. Take the US-411/GA-20 ramp towards Fairmount/Canton. Keep LEFT at the fork in the ramp. Turn LEFT onto US-411. Turn RIGHT onto GA-20 E. Take the I-75 S/GA-401 S ramp. Merge onto I-75 S. Take the I-475 S exit- exit #177- towards Valdosta. From this point, follow directions noted from Atlanta.

From Savannah, travel I-16 W. Take the GA-96 exit number 24- towards Jeffersonville/Tarversville. Turn left onto GA-96. Turn LEFT to take the I-75 S ramp. Merge onto I-75 S. Take the GA-300/GA-FLA PKWY exit- exit #99- towards Albany. From this point, follow same directions noted from Atlanta.

Decatur:

Manual Maloof Administration Building and Auditorium 1300 Commerce Drive

From West: Take I-20 East to Candler Road. Exit #65. Exit at Candler Road, turn left and follow Candler Road (Past Memorial Drive) to East College Avenue. Continue across East College Avenue and railroad tracks to East Trinity Place; go to 2nd traffic light to North McDonough Street. The 9-story white marble building on your right will be the Courthouse. Continue to the next traffic light to Commerce Drive. The 4-story building on your left will be the Callaway Building. Turn Right onto Commerce Drive, then left onto Swanton Way. The Maloof Building and Auditorium is the 6-story red building on your left.

From East: Take I-20 East to Candler Road, Exit #65. Exit at Candler Road. Turn right and follow Candler Road (Past Memorial Drive) to East College Avenue. Continue Across East College Avenue and railroad tracks to East Trinity Place. Go to the 2nd traffic light to North McDonough Street. The 9-story marble building on your right will be the Courthouse. Continue to the next traffic light to Commerce Drive. The 4-story building on your left will be the Callaway Building. Turn right onto Commerce Drive, then left onto Swanton Way. The Maloof Building and Auditorium is the 6-story red building on your left.

From North: Take I-85 to Clairmont Road Exit #91. Turn left onto Clairmont. Follow Clairmont Road to Commerce Drive. Turn right onto Commerce Drive. Go to the 2nd traffic light at Swanton Way and the 6-story red story brick building on your right is the Maloof Center and Auditorium.

From South: Take I-285 East to Flat Shoals Road Exit #48. Turn left onto Flat Shoals. Flat Shoals will turn into Candler Road. Continue on Candler Road (Past Memorial Drive to East College Avenue). Continue across East College Avenue and railroad tracks to East Trinity Place. Go to the 2nd traffic light to McDonough Street. The 9-story marble building on your right will be the Courthouse. Continue to the next traffic light to Commerce Drive. The 4-story building on your left will be the Callaway Building. Turn Right onto Commerce Drive, then left onto Swanton Way. The Maloof Building and Auditorium is the 6-story red building on your left.

Parking: Metered parking is available on the street in front of the Maloof

Building. The Callaway Building has an open parking lot. Lastly, there is a Parking Deck at the Corner of East Trinity and Commerce Drive. The cost is between \$2.00 and \$5.00.

Macon:

DHR MIDDLE GEORGIA TRAINING CENTER

4885 Riverside Drive, 3rd Floor, in Riverside Corporate Center

Coming From North:

- Traveling on I-75, take Exit #171 (Old Exit #55), Riverside Drive/SR87/US23.
- Turn left onto Riverside Drive and proceed under the expressway.
- After proceeding about $\frac{1}{2}$ mile, turn right into Riverside Corporate Center.

Coming From South:

- Traveling on I-75, take Exit 171 (Old Exit #55), Riverside Drive/SR87/US23.
- Turn right onto Riverside Drive.
- After proceeding about $\frac{1}{2}$ mile, turn right into Riverside Corporate Center.

Parking: Park in the rear of the building. Handicap parking is in the front of the building. Do not use any spaces marked "Visitor".